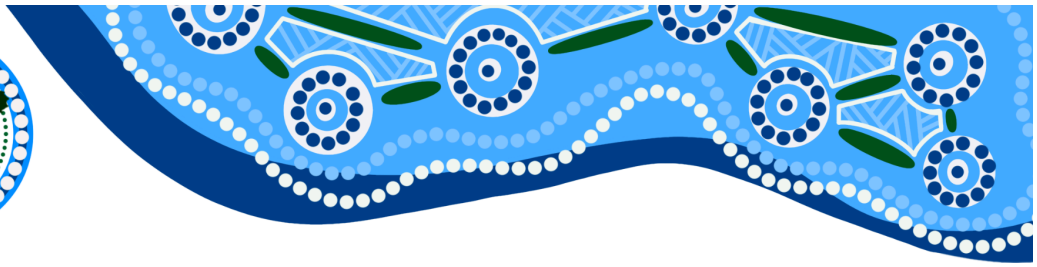

Capricorn Conservation Council (CCC) TOIL Governance Policy 12/02/2025

VERSION: 1
REVIEW DATE: 12/02/2026
Compliance Analysis of CCC TOIL Governance Policy 18/12/2024

Purpose

This policy provides clear guidelines for the accrual, usage, and management of Time Off in Lieu (TOIL) for all paid employees of CCC. It ensures compliance with Fair Work guidelines, CCC's governing bodies, and promotes sustainable workloads and work-life balance.

Scope

This policy applies to:

- All paid employees of CCC.
- Excludes contractors and temporary staff.

TOIL Accrual

TOIL is accrued when employees work approved overtime beyond their contracted hours.
Accruals are recorded through:

- Employees logging hours in their timesheets.
- The Finance Person entering TOIL into CCC's accounting system.

Cap on Accrual:

- TOIL is capped at one working week, based on the employee's individual contracted hours.
- Employees must monitor their accruals to ensure compliance with the cap.

TOIL Usage

Employees are expected to prioritise taking TOIL as time off due to CCC's financial constraints as a small not-for-profit organisation.

General TOIL Timeframe:

- All accrued TOIL must be taken within 6 months of accrual.

Requests for TOIL Time Off:

- Employees must submit TOIL time-off requests to the Chair for approval.
- Time off should be scheduled in a way that does not disrupt CCC's operations. Examples of disruption include critical project deadlines, key stakeholder events, or times when the employee's role is essential to ongoing activities.
- The decision will be made by the Chair in consultation with the Coordinator, ensuring alignment with CCC's operational priorities, compliance requirements, and funding constraints. Decisions will be provided in writing.

If TOIL Exceeds Cap (Including the Current Coordinator's Balance):

- The Finance Person will notify the Chair.
- Employees must also notify the Chair.
- Employees must:
  - Cease overtime work until TOIL falls below the cap.
  - Take accrued TOIL exceeding the cap within one month.
  - Notify the Chair when ceasing overtime due to exceeding the cap via email.
- **Specific to the Current Coordinator:**
  - The Coordinator's existing TOIL balance must be reduced to below the cap (one working week) within the next **12 months** from the date of policy implementation.

Compliance

This policy aligns with:

- **Fair Work Act 2009 (Cth):** Ensures TOIL arrangements comply with National Employment Standards (NES).
- **Australian Charities and Not-for-profits Commission (ACNC):** Demonstrates sound governance and risk management.
- **Privacy Act 1988 (Cth):** Employee data related to TOIL will be securely managed.
- **Queensland Work Health and Safety Act 2011:** Supports workplace health and safety by promoting sustainable workloads.
- **Associations Incorporation Act 1981 (Qld):** Ensures alignment with CCC's obligations as an incorporated association.

Monitoring

TOIL records will be maintained in:

- Employee timesheets.
- CCC's accounting software.
- The Finance Person is responsible for tracking accruals and notifying the Chair if any employee exceeds the cap.
- Employees are responsible for actively monitoring their TOIL balances and requesting time off as needed.
- Periodic internal audits of TOIL records will be conducted quarterly to ensure compliance and transparency.

Implementation

The policy will be presented to the Management Committee for:

- A two-week review period.
- A one-week voting period.

Upon approval:

- The policy will be uploaded to CCC's shared Google Drive and website.
- Employees will receive formal notification, along with a TOIL Agreement to sign.
- Employees will have two weeks to review and sign the agreement.

Review Period

This policy will be reviewed every two years to ensure compliance and relevance. The TOIL cap (equating to one working week) will also be reassessed during this review to ensure it remains practical and sustainable.

Exceptions

No exceptions to this policy will be permitted under any circumstances.

	AUTHORISATION:	
	This version was approved on:	12/02/2025
	This version takes effect on:	12/02/2025
	Authorised by:	Chair
	Chair:	Angie-Fraser Parle
	Chair signature:	

We respectfully acknowledge the Traditional Owners and Elders of the land and waters we conserve and protect. We pay respect to the Elders- past and present and their continued connection to Country.